



Town of Westport  
Planning and Zoning Commission  
Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
Tel: 203-341-1030 Fax: 203-454-6145

Public Meeting: October 8, 2020  
Decision: October 8, 2020

October 9, 2020

Honorable James Marpe, First Selectman  
110 Myrtle Avenue  
Westport, CT 06880

**RE: §8-24 Municipal Improvement Report regarding a 1-Year Lease of Town Property (Cabin #1) to a Town employee, located at 260 Compo Road South, Longshore Club Park, in the Residence AAA District, Parcel ID #C0400100, PZ #20-00608**

Dear First Selectman Marpe:

In response to your request for a report from the Planning and Zoning Commission pursuant to CGS §8-24, Municipal Improvement, concerning a one-year residential lease of Town property (Cabin #1) located at 260 Compo Road South, Longshore Club Park, to a Town employee, the Planning and Zoning Commission offers the following findings and recommendations:

### **Findings**

1. Cabin 1 is a 2-bed, 2-bath detached dwelling unit located at the corner of Julian Brodie Road and Waterside Terrace and is listed on the Historic Resources Inventory that identifies it was constructed circa 1930.
2. Cabin 1 is one of six dwelling units located at Longshore Club Park offered by the Town of Westport for residential lease.
3. The Town of Westport is planning on entering into a one-year lease agreement to rent Cabin #1 beginning Nov. 1, 2020.
4. The lease agreement is with a Town employee who works for the Westport Police Department whose name was randomly selected from a lottery drawing consistent with the current *"Policy for Rental of Residential Housing Units"* in 2000 that was last amended on 11/1/13 by the Board of Selectman.

5. The lease describes the monthly rent is \$1,400 per month which is a below market rate price for a detached 2-bedroom dwelling unit in Westport. According to Zillow, a comparable rental is currently being offered at \$3,500 a month in Westport as of Oct. 8, 2020 (49 Kings Highway North).
6. The Board of Finance reviewed and approved the lease at their Oct. 7, 2020 meeting.
7. The lease is scheduled for review by the Board of Selectman on Oct. 14, 2020.
8. Comments were received from various Town departments. No objections were received. The Building Official and Fire Marshal submitted comments dated 9/28 and 9/29/20 respectively describing smoke and carbon monoxide detectors are required and offering assurances that Cabin 1 will comply with all requirements prior to occupancy.
9. The Planning and Zoning Director prepared a report dated 9/29/20 that included references to the last §8-24 Report issued in 2005 by the Planning and Zoning Commission related to leasing of cabins at Longshore wherein the Commission recommended rentals should be offered to Town employees AND Board of Education employees at rates consistent with Workforce Housing as defined in §5-2.
10. The P&Z staff report dated 9/29/20 also described that although the Commission has not been afforded the opportunity to review any residential leases since 2005 at Longshore, the Assistant Town Attorney appropriately submitted the pending request for the Commission's review consistent with the *"Procedures to be Followed for §8-24 Reports,"* dated 2/6/20 that was further clarified and corrected on 3/5/20.
11. 30-days prior to the Planning and Zoning Commission's Public Meeting, the project materials were posted on the Town's website including:
  - A. §8-24 Municipal Improvement application form dated 8/3/20;
  - B. Draft Lease prepared by Eileen Flug, Assistant Town Attorney, dated 9/9/20 and subsequently revised 9/28/20;
  - C. Lease Term Sheet prepared by Eileen Flug, Assistant Town Attorney, dated 9/9/20 and subsequently revised 9/28/20;
  - D. Picture of Cabin 1 and GIS Location Map showing 260 Compo Road South received 9/3/20;
  - E. Tax Assessor's Field Card for Cabin 1 at 260 Compo Road South received 9/3/20; and
  - F. Notice Notification Map and List of neighboring property owners (located within 250' of subject properties), and Notice Letter received 9/3/20.
12. Notices were sent to property owners within a 250' radius of the project in envelopes marked *"Urgent Notice Letter,"* in advance of the Planning and Zoning Commission's Public Meeting notifying residents of the meeting, how to submit comments for the Commission's consideration, and how to learn more about the project.
13. Additionally, a public meeting notice was published on the Town's website 10-days prior to the public meeting.

14. A letter of support was received from neighboring property owner John Loynes who owns 242 Compo Road South.
15. A remote Public Meeting of the Planning and Zoning Commission was held on October 8, 2020 due to COVID-19. The meeting was live streamed on the Town's website and shown live on Optimum Government Access Channel 79 and Frontier Channel 6020.

**THEREFORE BE IT RESOLVED** it was moved by Ms. Dobin and seconded by Ms. Walsh to issue a **POSITIVE REPORT** for **260 Compo Road South/Longshore Club Park: §8-24** Municipal Improvement Request by the First Selectman for a report from the Planning and Zoning Commission regarding the review of a 1-year residential lease for occupancy by a Town employee of Cabin 1.

### Reasons

1. Offering Town-owned housing for rent to Town employees who might otherwise not be able to afford to live in Town is beneficial to help reduce commute times particularly for employees such as fireman and policeman whose work shifts occur over a 24-hour period.
2. The lease is consistent with the *2017 Plan of Conservation and Development (POCD)* that recommends considering ways to address housing needs and integrating affordable housing and workforce housing in addition to market rate housing (*Pgs. 85-88*).

### Recommendations

1. The lease should be reviewed by the Board of Selectmen (BOS) as scheduled at their October 14, 2020 meeting.
2. At a subsequent BOS meeting, the Planning and Zoning Commission recommends the *"Policy for Rental of Residential Housing Units"* last amended in 2013 be further amended to:
  - A. Add BOE employees to the pool to be considered if/when Town housing is available so they too can participate in any lottery drawing as they, like Town employee, are often "priced out" of the Westport housing market.
  - B. Require rent at Workforce Housing rates as defined in §5-2 of the Zoning Regulations which states:

*A dwelling unit for sale or rent at a price that is affordable for a person or family whose income is not more than 110% of the most recently published United States Department of Housing and Urban Development Standard Metropolitan Statistical Area (HUD – SMSA) Median Family Income for a Family of Four encompassing Westport. Example: (\$111,000 x 110% = \$122,100) NOTE: This number is for example purposes ONLY. The Median Family Income changes on an annual basis.*

Currently, the Area Median Income applicable to Westport is \$143,400.

**VOTE:**

AYES	-7-	{Dobin, Stephens, Lebowitz, Walsh, Cammeyer, Olefson, Gratrix}
NAYS	-0-	
ABSTENTIONS	-0-	

Sincerely,

A handwritten signature in dark ink, appearing to read "Danielle Dobin" with a stylized flourish at the end.

Danielle Dobin, Chair  
Planning and Zoning Commission

cc: Eileen Flug, Assistant Town Attorney  
Ira Bloom, Town Attorney  
Rick Giunta, Deputy Parks and Rec. Director  
Gary Conrad, Finance Director  
Brian Stern, BOF Chairman  
Velma Heller, RTM Moderator  
Matt Mandell, Chairman, RTM P&Z Committee